



June 22, 2016

Applications are now being accepted for the following position in Centre County Government. Those who qualify and are interested should apply at the Human Resources Office, Room 334, Willowbank Building, Bellefonte, PA or call (814) 355-6748 for an application. This posting can be viewed and an application downloaded from our website at [www.centrecountypa.gov](http://www.centrecountypa.gov).

### Probation Officer 1

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#### Position Overview

**Department:**

Probation Office  
Courthouse  
Bellefonte, PA 16823

**Base Pay:**

\$16.36/hour  
\$31,902.00/annum  
Grade: N-12

**Shift Available:**

Full Time (37.5 hours)  
8:30am-5:00pm

**Required Education/Training:**

Bachelor's Degree in social or behavioral sciences, criminal justice, law enforcement or related field. Must complete 20-40 hours in-service training per year.

**Required Experience:**

One year of human services related experience required, preferably in the corrections, probation/parole, police or other related field. Must attend and complete a firearms basic training course.

**Special Requirements:**

This is a safety/security position and requires successful completion of several pre-employment requirements. More information will be provided to candidates who are selected for interview. Must pass a psychological evaluation.

Must possess a valid Pennsylvania Driver's License.

**Applications:**

Applications for this position will be accepted until a suitable candidate is selected.

#### Summary of Job Functions

- ◆ Conducts social case histories and pre-sentence investigations of offenders, interviewing offender, victim, police, family, employer, associates and other individuals with knowledge of the offender.
- ◆ Prepares reports on the outcome of investigations, analyzing information gathered and recommending appropriate rehabilitative action to court.
- ◆ Provides counseling and other supportive services to help probationers in their personal, social and economic adjustments to the community.
- ◆ Maintains contact and schedules meetings with family, friends, employers, clergy and other persons concerned with aiding probationers.
- ◆ Conducts investigations to monitor probationers' activities and to prevent or remove harmful activities and influences.
- ◆ Conducts random drug/alcohol testing as required; also urine tests and reporting of results.
- ◆ Enforces court orders and makes or assists in rearrests of probationers when necessary.
- ◆ Collects fines, costs and restitutions.
- ◆ Appears and testifies as an expert witness at court hearings.